

M05 – Management and Communication Skills

Assignment Guidelines:

This assignment requires students to critically examine the role of management and communication skills in professional and organizational success. Students should analyze managerial competencies, interpersonal communication, leadership communication, conflict resolution, negotiation, teamwork, emotional intelligence, and communication strategies in complex organizational settings.

Submission Format:

- Detailed project report
- Font: Times New Roman, Size: 12, Spacing: Double
- Word Count: 4000–5000 words
- Submission Deadline: 24th May 2026

Assessment Criteria:

- Depth of management and communication theory knowledge (20%)
- Application of managerial and interpersonal communication skills (20%)
- Critical analysis of workplace communication challenges (20%)
- Real-world relevance and use of examples (20%)
- APA formatting (20%)

Mandatory Sections:

- Title Page
- Table of Contents
- Abstract
- Introduction
- Literature Review
- Methodology
- Findings
- Discussion
- Conclusion
- References
- Appendices

Assignment Task – Choose ONE of the following written assignments:

Option 1: Effective Communication as a Core Management Skill

Write a report on the importance of effective communication in managerial practice. Your paper should:

- Explain the role of communication in planning, organizing, leading, and controlling.
- Analyze barriers to effective workplace communication, including cultural, psychological, technological, and organizational barriers.
- Discuss how managers use verbal, non-verbal, written, and digital communication to influence performance.
- Provide real-world examples of organizations where effective communication improved productivity, coordination, or employee engagement.

Option 2: Leadership Communication, Emotional Intelligence, and Team Performance

Prepare a strategic paper on how leadership communication and emotional intelligence

influence team performance. Your paper should:

- Examine the relationship between emotional intelligence, managerial effectiveness, and communication style.
- Discuss how active listening, empathy, feedback, motivation, and trust-building support team development.
- Analyze the role of leadership communication in managing change, workplace stress, and employee conflict.
- Recommend communication strategies for improving collaboration, morale, and organizational performance.

Option 3: Conflict Management, Negotiation, and Professional Communication

Analyze the role of communication skills in conflict management and negotiation. Your paper should:

- Explore common causes of workplace conflict, including role ambiguity, poor communication, power differences, and cultural diversity.
- Discuss negotiation techniques such as preparation, persuasion, compromise, active listening, and problem-solving.
- Assess how professional communication supports ethical decision-making, stakeholder management, and dispute resolution.
- Recommend practical frameworks for managing conflict and negotiation in modern organizations.